

GRADUATE STUDENT EXIT CHECKLIST

Dept. of Electrical and
Computer Engineering

Submit the completed form to the ECE Graduate Studies Office (room ECE 263).

Name:		
Student ID:	Home Phone:	Office Phone:
Current Address & Zip Code:		
Future Address:		
Permanent Address:		
		Phone:
ECE E-Mail Account:	@ece.arizona.edu	Future E-Mail:
Official Graduation Date:		
Continuing Ph.D. Institution:		
Employer & Address:		
		Phone:
Looking for Employment?		
Current Faculty Advisor:		

Notice: Your ECE computer account will be canceled approximately 6 months after leaving the UA.

- Deliver a copy of the final thesis/dissertation (or M.Eng. project report, if required) to the Faculty Advisor and turn in any materials that were checked out from the Faculty Advisor.

Faculty Advisor Signature: _____ Date: _____

- Turn in all desk keys and carrel keys to the TSS Personnel in room 351.

TSS Personnel Signature: _____ Date: _____

- Turn in all other university keys to the UA Key Desk and show your receipt to the TSS Personnel in room 351.

TSS Personnel Signature: _____ Date: _____

- Turn in all checked-out equipment to the TSS Personnel in room 351.

TSS Personnel Signature: _____ Date: _____

- Submit one copy of originally signed, final thesis/dissertation (single sided, unbound, on plain paper) to the ECE Graduate Studies Office (**room ECE 263**). This is a graduation requirement, and a deadline applies.

Graduate Academic Advisor Signature: _____ Date: _____

- Return any theses or dissertations that were borrowed from the ECE department (**room ECE 263**).

Graduate Academic Advisor Signature: _____ Date: _____